

CONCURRENT ENROLLMENT

2011-2012 School Year

District/Charter School: _____ Date: _____
Contact Person: _____ Phone: _____
E-mail: _____ Fax: _____
Address: _____ City: _____ Zip: _____

Assurances Statement:

The concurrent enrollment data contains information for all high schools in the district. The program complies with Utah Code 53A-15-101, including the following:

- ☐ Courses are 1000-2000 level courses.
- ☐ Participating high school instructors are approved by the USHE institution.
- ☐ A written annual contract exists between the district and each USHE institution used.
- ☐ Tuition is not charged to students.
- ☐ Use of funding complies with Utah State Board of Education (USBE):
 1. A share of the costs of supervision and monitoring by USHE institution employees according to the annual contractual agreement.
 2. Aid in staff development of adjunct faculty in cooperation with the participating USHE institution.
 3. Student textbooks and other instructional materials.
 4. Fee waivers for costs or expenses related to concurrent enrollment for fee waiver-eligible students under R277-407.
- ☐ Participating students have not graduated from high school, as per USBE board rule definition.
- ☐ Written guidelines outlining student eligibility requirements are available at school and district level.
- ☐ Participating students are scheduled through the SEOP process, and an individual student record of agreements with parental permission is documented.
- ☐ Only courses on the USOE master list are available for concurrent enrollment.
- ☐ Instructor training on information, records, confidentiality, and law and policy for human sexuality instruction is provided through LEA and/or USHE institutions.
- ☐ Fee waivers for consumables are available to eligible students.
- ☐ The district has a written policy for awarding credit. Concurrent enrollment credit is consistent with this policy.
- ☐ Parental permission for student participation is documented.
- ☐ Parent and student notification is completed and recorded regarding student participation and privacy protection (FERPA).
- ☐ Instructor content training/orientation is provided by USHE institutions.
- ☐ Providers are USHE institutions.
- ☐ USHE grades for classes are assigned and reported in an expedient manner.

- ☐ Background checks are completed and documentation is available for faculty entering the program in the 2006-07 school year and thereafter. This does not include practicing K-12 teachers.
- ☐ Concurrent credit awarded is consistent and uniform per partnership agreement. CTE can be taught concurrent/ non concurrent.
- ☐ Per student credit does not exceed 30 semester hours of USHE concurrent enrollment credit per year.

The report contains an accurate representation of the concurrent enrollment program for the 2011-2012 school year.

District Official: _____
(Please type or print name)

Signature: _____

Please return this form by September 30, 2011 to:

Teaching and Learning
Utah State Office of Education
ATTN: Moya Kessig
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200

Annual Concurrent Enrollment Expenditure Report 2010-2011

District/ Charter School			
Contact			
Email		Total CE Allocation for 2009-10	
Expenditure Items	Cost	Additional Information/ Comment	
Staff development			
Assistance with delivering costs for distance learning			
Staff costs			
Textbooks and instructional materials			
Fee Waiver			
Equipment			
Grand total			